LIBRARY SERVICES AND TECHNOLOGY ACT

THE GRANT PROCESS

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Nevada State Library, Archives and Public Records

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IN TODAY'S OVERVIEW:

- Overview of LSTA
  - Big Changes
- Proposal Prep - Step by Step
- Introduction to Evaluation
- CIPA
- The Proposal form
- Wrap it up

LSTA IN NEVADA - OVERVIEW

- Federal LSTA funds - Institute of Museum and Library Services (IMLS)

- 'Grants to the States' program - Nevada State Library, Archives and Public Records
  - NSLAPR

OVERVIEW CONTINUED

- Annual grant cycle
  - New grant cycle opens in August
- Proposals – 1st step
  - <u>Required</u> – due mid September
- Applications – 2nd step
  - Due mid November
- Grant Review
  - State Council on Libraries and Literacy
  - January

FOR NEVADA LIBRARIES

* Competitive Grants
  + $ 5,001 up to $ 100,000
* Mini-grants
  + Up to $ 5,000
* Statewide support programs
  + Targeted sub-grants
  + Resource support
  + Talking Books
  + Continuing Education......

CHANGES

- New Regulations
  - Risk Assessments, In-Direct Costs
- New Reporting Requirements to IMLS
- PDF Forms
- Signatures
  - Signature certification & eligibility forms combined
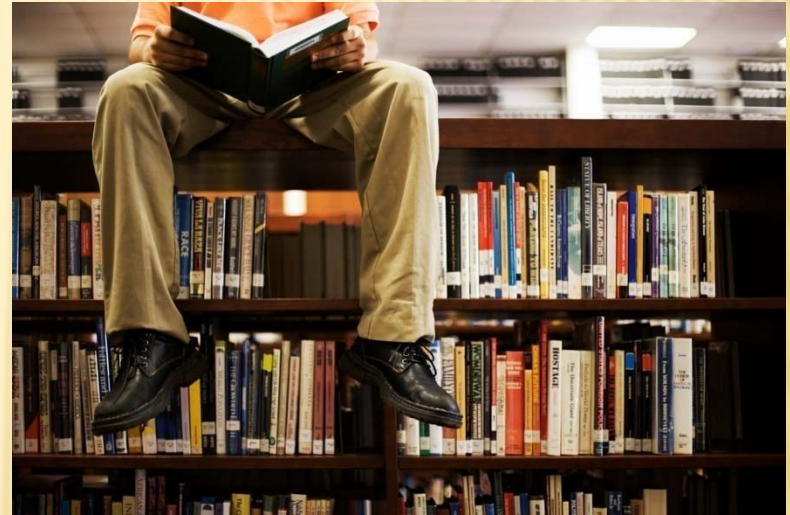- LSTA Coordinator

ELIGIBILITY BASICS

To receive a grant:

* Meet the definition of a staffed library
* Public libraries – Minimum Standards
* Participate in Interlibrary Loan – Information Nevada
* Write a great proposal and grant!

WHO CAN APPLY?

Libraries!

- Academic Libraries
- Library Consortia
- Public Libraries
- Public School Libraries
- Special Libraries

LSTA 2016 APPLICATION TIMELINE

* Aug. 2015   Grant Cycle Opens
* Sep 16, 2015   Grant proposals due
* October 2015   Required training
* Nov 13, 2015   Applications due to NSLAPR

* January 26-27,2016 State Council meeting
* Jan/Feb 2016   Federal budget??
* March 2016   Award Notification

WHAT HAPPENS TO THE PROPOSAL?

* Proposals due Wednesday, Sept 16th
* Staff evaluation
* Email to grant writer
* Application webinars
* Move to application phase
* <u>Note:</u> A proposal must be submitted in order to do an application

QUESTIONS....

Proposal Development

STEP BY STEP

GET READY

- ✖ Revisit your strategic/master plan (three year plan, action plan) and/or your technology plan

- ✖ Review the Nevada State Library LSTA Plan for goals and priorities

- ✖ Get your library's administrative support

CRITICAL ELEMENT!

- It's all about the end user.
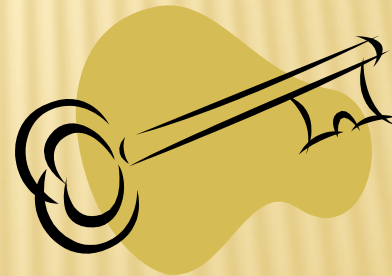- How will the program/project make a difference for your users and community.

STEP # 1

- Identify the problem or opportunity
  - What needs to be addressed?
  - Keep the end user perspective -
  - Who is your target group?
  - What do <u>they</u> need?

STEP # 2

- **Propose a solution**
- Is the library the best agency?
- How can the library & staff help?
- List a few key steps or activities to address the problem.

STEP #3

- Evaluation
- What will success look like?
- How will individuals be changed or impacted?
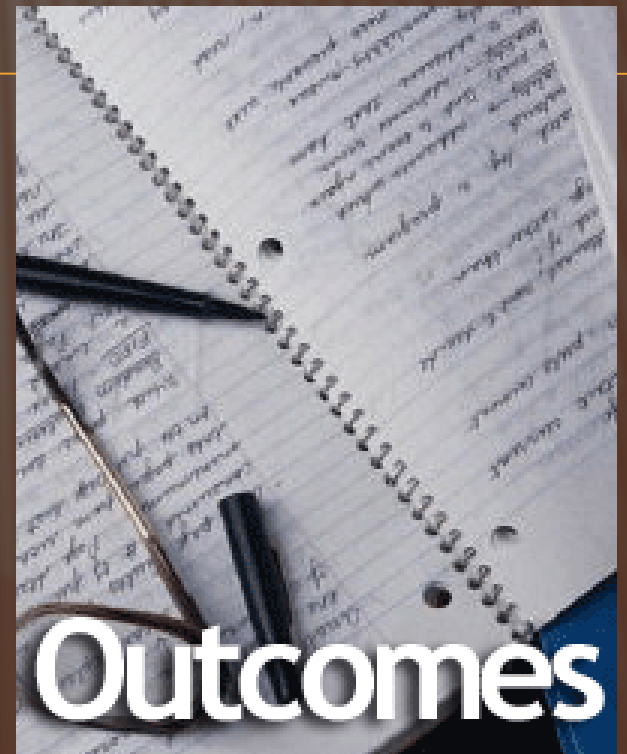- Any other impacts/changes?
- One good outcome!

STEP #4

- **Estimate the budget**
- Whole dollars (no cents)
- LSTA dollars first
- 10 % match required
  - Match may be in-kind or local cash
  - Or a little of both
  - Lost revenue may not be used as match
- Best estimates

QUESTIONS....

EVALUATION MOMENT

Outcomes

IMPACT/OUTCOME EVALUATION

* Shifts focus from the activities of staff to the **benefits** for patrons/clients

* Results can make the organization look good in the community; shows how the library benefits the community

FOR THE PROPOSAL:

- State who will benefit
- Brief description of the change the project will make
- Identify outputs to collect
- Outline:
  - How data will be collected
  - When data will be collected
  - Who will collect data

EXAMPLE

- **Family Literacy Project**
  - Parents/Caregivers & pre-readers
  - Parents of pre- or early readers will read # times per week to their child
  - Pre & post survey?
  - Periodic self-report by parent to project manager?

EXAMPLE

* Underserved part of the community will adopt the library as a resource
  + Members of the underserved group
  + Underserved group get library cards and uses them at least twice
  + Code library card apps during grant period?
  + Programs & Collections – outputs? Survey?

SUMMING UP

- Focus on a real and immediate problem or opportunity
- Clearly indicate how the project will address it and benefit library users
- Be positive

QUESTIONS....

CIPA APPLIES IF:

* Public library
* Public elementary or secondary school library
* Consortium that includes public elementary school library, public secondary school library or public library.

CIPA APPLIES IF:

* You are requesting federal funds for:
  + Internet Service
  + New computer(s) to access the Internet

* Then you must comply with CIPA

CONSIDER

* If your library does not filter
  + Is there a different funding source for computers
* If the library receives E-rate discounts for Internet or Internal wiring – the library already complies with CIPA

QUESTIONS....

PROPOSAL PREPARATION

PROPOSAL FORMAT

* Information Section
* Budget
* Project Summary
* What will the project accomplish?
* Measure of success?

INFORMATION SECTION

Nevada State Library, Archives and Public Records
LIBRARY SERVICES AND TECHNOLOGY ACT
2016 LSTA Proposal Form
Due Wednesday, Sept. 16, 2015

INSTITUTE of **Museum** and **Library** SERVICES

(Rev 7-15)

DUNs Number:	

1. Applicant Library Name	2. Principal Contact Person for this Grant

3. Address – Street, P.O. Box, Route	4. Telephone Area/Number

5. City, State, Zip+4	6. E-mail address

7. Library Director/Administrator	8. Telephone Area/Number

9. Address, Street, City, State, Zip+4	8. Telephone Area/Numb

10. Type of Library

☐Public ☐ Academic ☐Special ☐ Library Consortia ☐ School

11. Project Title:	

BUDGET LINES

12. LSTA funds requested:	
13. Cash Contributions:	
14. In-Kind:	
15. Total Project Cost:	$0.00

PROJECT SUMMARY

Project Summary   Brief description of the project and the need/opportunity for it.

PROJECT INFORMATION

b. What will the project accomplish? (objectives of the program, list sample activities)

PROJECT INFORMATION

c. How will success be defined and measured? (outputs and one outcome)

PROPOSAL FORM

16.

Date:

Type Name:

Type Nam

Title:

Phone:

E-mail:

PROPOSAL WRITING GUIDELINES

- Be concise and complete
- Avoid jargon and 'bureaucratese'
- Be logical
- Use active voice
- No room for non-essential language

SIGNATURES

- **Who can sign?**
  - + It depends…
- **Original Signatures on Signature Certification**
- **And Eligibility Form**
- **Blue ink preferred**
  - + Not required

SIGNATURE CERTIFICATION

Nevada State Library, Archives and Public Records
LIBRARY SERVICES AND TECHNOLOGY ACT
2016 LSTA Proposal Signature Page
(Rev 7-15)

1, Project Title:

2. Applicant name and jurisdiction:

CERTIFICATION/ ELIGIBILITY FOR ELECTRONIC SUBMISSION: Please sign below in blue ink.

I understand:
  - ➢ Submission of this Proposal does not obligate my library to apply for an LSTA grant for the 2016 grant year.
  - ➢ Receiving approval of this Proposal does not guarantee that my library will be awarded funding for the 2016 federal grant year.

SIGNATURE CERTIFICATION

> ➤ Receiving approval of this Proposal does not guarantee that my library will be awarded funding for the 2016 federal grant year.

Signature: _____ Date: _____

Name: _____

Title: _____

Phone: _____

E-mail: _____

If the proposal form has been submitted electronically, print both pages of this form, complete the information, sign and return with the *original signatures*. **Must be postmarked by September 16, 2015**; mail to:

Nevada State Library, Archives and Public Records
LSTA Proposals
100 N. Stewart Street
Carson City, NV 89701

ELIGIBILITY FORM

Eligibility for LSTA

All types of libraries, including academic, public, school, governmental agency libraries, and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to its primary clientele and it is organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its primary clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

The applicant or participating library must also meet the following requirements:

ELIGIBILITY FORM

Public Libraries	Must meet the Minimum Standards for Public Libraries
Academic Libraries	Be accredited by the Northwest Commission on Colleges and Universities
School Libraries	The school district employs at least one certified library/media specialist
Library Consortia	Be a local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [LSTA Sec. 213(3)]; and Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
State library association	Be a non-profits entity registered with the Nevada Secretary of State; and Have tax exempt status under the Internal Revenue Section 501(C)3

Contact NSLA if you have any questions or concerns regarding eligibility – kstarr@admin.nv.gov.

Certification:

I certify to the best of my knowledge and belief that the library meets LSTA eligibility.

_____

Signature of authorized certifying official

Date signed

Typed (printed) name and Title

SUBMIT THE PROPOSAL

- Electronic:
  - E-mail form to nslaprLSTA@admin.nv.gov
    - PDF format
    - Proposal form does not need signatures
    - Rename file with library name
      - Example: lstaproposal16-Pahrump
  - Send Signature/Eligibility forms - postmarked on or before Sep 16th !
- Keep a copy of all forms

DO

* Complete all sections
* Use proposal instructions
* Proofread!
* Prepare one original signature & eligibility form per proposal
* Proposal Deadline – September 16, 2015

DON'T

- Use extra pages
- Use paperclips on signature/eligibility forms
- Send letters of support (proposals)
- NO Faxes!

CONTACT INFO!

- Karen Starr

kstarr@admin.nv.gov

(775) 684-3324

A WORD FROM OUR SPONSOR:

- Library Services and Technology Act (LSTA) funds are brought to you by:

INSTITUTE *of* **Museum** and **Library** SERVICES

QUESTIONS